

## Charter

# CPCC-CHRT-SH-9982

PRC-CHRT-SH-9982

## President's Zero Accident Council

Revision 0, Change 0

Published: 05/27/2021

Effective: 05/27/2021

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Edwards, David

Functional Manager: Edwards, David

## Use Type: Administrative



- Solid Waste Operations Complex :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Canister Storage Building/Interim Storage Area :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Central Plateau Surveillance and Maintenance :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Waste Encapsulation Storage Facility :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- 100 K Facility :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Plutonium Finishing Plant :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Transportation :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- 324 Facility :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- PFP Ancillary Structures :  
Excluded from USQ  
**Exclusion Reason:**  
Excluded from USQ per CPCC-PRO-NS-062, Appendix B

**JHA:** Administrative

**Periodic Review Due Date:**01/08/2025

Rev. 0, Chg. 0

## Change Summary

## Description of Change

Editorial change consists of updating company terminology (CHPRC to CPCCo) and referenced

documents (PRC to CPCC), as well as an update to the current procedure templates, including spell check and updated table of contents.

**President's Zero Accident Council****Published Date: 05/27/21****PRC-CHRT-SH-9982****Effective Date: 05/27/21****1.0 PURPOSE AND SCOPE**

This document establishes the requirements for developing and maintaining the President's Zero Accident Council, a joint management/worker safety council. It also includes expected council activities and functions as they relate to implementation and administration of Central Plateau Cleanup Company (CPCCo) safety programs. Such councils are designed to promote a safe and healthful work environment and achieve exemplary safety performance, in a cooperative effort, utilizing the elements of the U.S. Department of Energy's Voluntary Protection Program (DOE-VPP). They also contribute to the effectiveness and consistency of safety program implementation.

This document partially implements the ISMS Core Function #5, Provide Feedback and Continuous Improvement; and Guiding Principles #1, Line Management Responsibility for Safety and Environmental Requirements, #8, Worker Involvement, and #9, Senior Management Involvement.

Lower-tier safety councils (e.g., Employee Zero Accident Council [EZAC]) guidance and requirements can be found in CPCC-CHRT-SH-40512, *Employee Zero Accident Council*.

This document is a 10 CFR 851 Implementing Document.

**2.0 OBJECTIVE**

A President's level safety council (e.g., President's Zero Accident Council [PZAC]) provides for Project and Program Support organization representation and participation in the health and safety program. The Council, as a minimum:

- Provides safety information and lessons learned from incidents, near-misses, performance trends, concerns, etc.
  - Recognizes noteworthy organizational safety performance and contributions
  - Grants awards to individuals/teams for significant safety actions or contributions to include (but not limited to)
    - President's Life Saving Award
    - Hero Award
- (See Appendix A for description of awards – also listed on the PZAC webpage)
- With support from Company Technical Authorities (CTA), provides interpretation and guidance to help ensure consistent understanding and implementation of safety requirements
  - Communicates changing requirements

These and other council topics are presented with the intent and objective that information will flow down to the workforce through the lower tier project- or facility-level EZAC.

**President's Zero Accident Council****Published Date: 05/27/21****PRC-CHRT-SH-9982****Effective Date: 05/27/21****3.0 MEMBERSHIP**

PZAC membership (representatives) is comprised of employees elected to project- or facility-level EZAC(s) as well as their HAMTC/Building Trades Safety representative(s), safety and health professionals, management sponsors and representatives of this employee-driven committee, senior management, as well as members from the CPCCo VPP Steering Committee and VPP CORE Team, described as follows:

The CPCCo VPP Steering Committee is comprised of the VPP Co-Leads (coordinators), VPP POCs, and VPP Mgmt Mentor from each project, as stated in CPCC-CHRT-MS-40174, *Voluntary Protection Program Steering Committee Charter*, Section 2.1.

The VPP CORE Team is comprised of ESH&Q personnel, including the Director, OS&IH Manager, VPP Coordinators, HAMTC Safety Lead, Communications Specialist, and administrative support.

This core group of employees are referred to as the PZAC representatives for purposes of this document.

All representatives are requested to attend the monthly meetings with management approval.

All other CPCCo or subcontractor attendees are welcome to attend with their management's approval.

**NOTE:** *Rotation of project employees/workgroups attending the PZAC meetings is encouraged to provide enhanced opportunity for participation.*

**4.0 RESPONSIBILITIES**

PZAC representatives shall be knowledgeable of their roles and responsibilities.

The PZAC responsibilities include:

- Share lessons learned
- Recognize safety accomplishments
- Discuss health and safety goals/objectives
- Address and track resolution of safety issues/concerns
- Communicate accident experience and trends
- With the support of company Technical Authorities, provides interpretation, guidance, and communication to help ensure consistent understanding, implementation of, and changes to, safety requirements

## President's Zero Accident Council

Published Date: 05/27/21

PRC-CHRT-SH-9982

Effective Date: 05/27/21

## 5.0 MEETING PROCEEDINGS

## 5.1 PZAC Meeting

**NOTE:** *Assignment schedule, presentation templates, and guidelines for hosting a PZAC can be found on the PZAC webpage.*

Actionee	Step	Action
OS&IH Manager or delegate	1.	SCHEDULE PZAC meetings no less than monthly.
	2.	SCHEDULE Projects, by rotation, to plan and facilitate monthly meetings.
ESH&Q or Project Director or Delegate	3.	ASSIGN EZAC council and VPP representatives to develop meeting theme with three main takeaways/ideas.
	4.	SCHEDULE Pre-PZAC meeting with hosting EZAC to preview their PZAC agenda and presentation.
	5.	CONDUCT PZAC meetings.
OS&IH Manager or designee	6.	RECORD action items <u>AND ENSURE</u> presentation is posted on website.
	7.	FORWARD Agenda, Attendance Rosters, PowerPoint and Action Items to ^CPCCo Records
Membership	8.	DISCUSS worker safety and health-related issues.
	9.	PROVIDE interpretation and guidance to help ensure consistent understanding and implementation of safety requirements.
	10.	SOLICIT safety suggestions and input for continuous safety improvement.
OS&IH Manager or designee	11.	COMMUNICATE changing requirements to the membership.
	12.	TRACK <u>AND</u> STATUS accepted PZAC actions.
	13.	REFER council suggestions, recommendations, and worker safety and health-related issues to the responsible management representative.
<p><b>NOTE:</b> <i>In addressing and tracking resolution of safety issues, a Condition Report (CR) should be initiated for conditions that may require analysis, trending, cause determination, or identification and tracking of corrective actions. Refer to CPCC-PRO-QA-052, Issues Management.</i></p>		
ESH&Q VPP Management Sponsor	14.	PERFORM review of council suggestions, recommendations, and worker safety and health-related issues <u>AND RESOLVE</u> as appropriate.
OS&IH Manager or designee	15.	PUBLISH action items from meeting as applicable.

**President's Zero Accident Council**

Published Date: 05/27/21

PRC-CHRT-SH-9982

Effective Date: 05/27/21

**6.0 FORMS**

None

**7.0 RECORD IDENTIFICATION**

All records are generated, processed, and maintained in accordance with CPCC-PRO-IRM-10588, *Records Management Processes*.

**Records Capture Table**

<b>Name of Document</b>	<b>Submittal Responsibility</b>	<b>Retention Responsibility</b>
PZAC Meeting Minutes (may include, but not limited to, attendance rosters, action items and presentations as applicable, as one document)	OS&IH Administrative Assistant	IRM Service Provider

**8.0 SOURCES****8.1 Requirements**

10 CFR 851, *Worker Safety and Health Program*

DOE O 226.1 (Supp. Rev 0), *Implementation of Department of Energy Oversight Policy*, Attachment 2, Appendix A, Pages A-3-A-4, Worker Feedback

**8.2 References**

CPCC-CHRT-SH-40512, *Employee Zero Accident Council*

CPCC-PRO-IRM-10588, *Records Management Processes*

CPCC-PRO-QA-052, *Issues Management*

**President's Zero Accident Council****Published Date: 05/27/21****PRC-CHRT-SH-9982****Effective Date: 05/27/21****Appendix A - Description and Criteria for the President's Lifesaving and Hero Awards**

Information and forms are found on the PZAC webpage

**President's Lifesaving Award:****Criteria**

This is an award for recognizing and honoring employees who have demonstrated caring and courage by taking immediate action **directly attributable to saving a life**.

- Would the individual(s) likely have died without this intervention?
- Is the action directly credited with saving a life? Explain.
- Was the action correct and proper? Explain.
- Was the action timely and prompt? Explain.

**Hero Award:****Criteria**

This is an award for recognizing and honoring employees who have demonstrated commitment to safety through some heroic, or "safety significant" action short of actually saving a life.

Did employee demonstrate commitment to safety, exercising some type of heroic effort or "safety significant" action?